



FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 <sup>TH</sup> FLOOR
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR APRIL 7, 2010

CITY of  
BALTIMORE  
**MEMO**



TO

DATE: April 8, 2010

Captain John Carr, Fire Department  
Mr. Stanford Leach, Parking Authority  
Mr. Kirkland Gabriel, DOT TEC  
Ms. Valorie LaCour, DOT Planning  
Mr. John Thumbi, DOT Traffic  
Mr. Bill Beatty, Department of General Services  
Dr. Nollie P. Wood Jr., Mayor's Office  
Ms. Miriam Agrama, DHCD Plans Examining  
Mr. Geoff Veale, Zoning Administrator  
Mr. David Tanner, BMZA

In attendance were:

- Eric Tiso, Wolde Ararsa, Gary Letteron, Anthony Cataldo, Bob Quilter, Melvin Hicks and Martin French for the Department of Planning;
- Mariam Agrama and Milan Rai for HCD Plans Examining;
- Kirkland Gabriel, John Thumbi, Mark Brown and Scott Adams for the Department of Transportation;
- Stanford Leach for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- Vivaldi Nguyen for the Department of Public Works.

### **Agenda**

1. **5609 Sefton Avenue – City Neighbors Hamilton (K-12 Charter School)**
2. **3200 North Charles Street – JHU Brody Learning Commons Project**
3. **3400 Ellerslie Avenue – Waverly Public School #51**

## **5609 Sefton Avenue – City Neighbors Hamilton (K-12 Charter School)**

**Zoning:** R-4

Plans Date: 30 Mar 2010

**Block/Lot:** 5764-A/001

**Urban Renewal:** None

**Environmental:** None

**Historic:** None

**Total Site Area:** ±237,140 sqft

**Gross Square Footage:** Not Listed

In addition to Committee Members and Planning staff, in attendance was:

- Bob Rosenfelt, CMR;
- Aisha Isackson, CNH/HS
- Carla Ryon, CMR; and

### **Project Summary:**

This is the site of the City Neighbors Hamilton and High School, which is a charter school, and they are seeking to expand their program over the next four years into a full K-12 school. An existing one-story building will be demolished, and will be replaced with a parking lot. The traffic flow through the site will be altered, and a by-pass lane for drop-offs will be provided. In the future, a new one-story entry vestibule will be added to the main building.

### **Comments & Issues:**

- Environmental/Landscaping:
  - For the new parking lot screening, the committee understands the challenges this site imposes. The use of some form of planting rather than the board-on-board fencing would be preferable.
  - The plan is to limit the disturbance on-site to less than 5,000 sqft in area, and to not move more than 100 cubic yards of soil, which would trigger stormwater review.
- Parking/Traffic:
  - The existing one-story “blue building” will be demolished. The slab on grade will be retained to provide a parking lot for 53 new parking spaces.
  - The drop-off area at the back of the school building is now a one-lane driveway leading to Sefton Avenue. This lane will be expanded to provide a 10’ bypass lane, and will be one-way only exiting onto Sefton Avenue.
  - Move the one-way portion of the site back to the top of the ramp down from the new parking field on the former blue building. The exit ramp can then be narrowed to 17’. Modify the paint markings on the parking lot to show only one-way heading down.
- Accessibility:
  - The proposed two handicapped parking spaces that were discussed by the existing two-story brick building near Bayonne Avenue are not shown on the plans submitted. Relocate these two handicapped parking spaces to the closest end of the parking lot on the former blue building, to take advantage of the hatchment

area for the turn-around. This will bring the handicapped parking spaces closer to the future entry vestibule for the main school building.

- The proposed three handicapped parking spaces are not located close to an accessible entrance. The closest door could be made accessible, but once inside, there are a few steps that make the entrance unusable by the disabled.
- The new accessible entrance is on the front of the school building, with sidewalks from Sefton Avenue. Reconsider the placement of these handicapped parking spaces to get them closer to an entry
- Show all accessible paths to all accessible building entries.
- Please show which part of the building will be used as a polling place, and that it is accessible.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
  - The proposed F.A.R. is being reduced with the removal of the existing one-story building; however, since the proposed entry vestibule will not be built at the same time, the F.A.R. will be reviewed at that time. When the proposed entry vestibule is built, it may require BMZA approval at that time, since it will be compared to the existing site conditions at that time. On the other hand, the amount of parking provided, while still under the amount required by the Zoning Code, is still closer (i.e. less of a nonconformance) than the existing condition, and so that should be acceptable. Contact the Zoning Enforcement office at 410-396-4329 for an interpretation of these provisions.
- Plan Adjustments/Missing Site Plan Elements:
  - For building code review: please list the building type, the change in gross square footage to the buildings on-site, and show the area of the proposed entry vestibule and the number of stories this structure will have.

#### **Next Steps:**

- Submit two complete paper sets of revised plans and one set in .pdf format for follow-on review.

#### **NOTE:**

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

## **3200 North Charles Street – JHU Brody Learning Commons Project**

**Zoning:** R-9

Plans Date: 2 Apr 2010

**Block/Lot:** 3690/001

**Urban Renewal:** None

**Environmental:** Forest Conservation

**Historic:** None

**Total Site Area:** Not Listed

**Gross Square Footage:** ±42,222 sqft addition

In addition to Committee Members and Planning staff, in attendance was:

- Veronica Barber, RK&K;
- Jim Miller, JHU; and
- Jennifer Dawson, JHU;
- Tyler Tate, Lewis Contractors.

### **Project Summary:**

This project is for the Brody Learning Commons (BLC) which is a 40,000+ sqft addition to the existing Milton S. Eisenhower Library (MSEL). This addition is adjacent to an existing load dock area, and is near a few common student thoroughfares across campus. Space within the addition will house a reading room, the Rare Books and Manuscripts department, a Conservation Lab, some Technology Classrooms, learning commons space, and a café with rooftop seating. No significant increases to the number of students using this facility are expected, and staff members will only increase by one FTE (a security guard position).

### **Comments & Issues:**

- Environmental/Landscaping:
  - The proposed landscaping plan is accepted for this project. Contact Gary Letteron in the Office of Sustainability at 410-396-4369 should you have any questions.
- Parking/Traffic:
  - The existing loading dock is principally for deliveries and maintenance purposes. No other traffic is permitted to drive in this area. Future plans will have the closure of this area by bollards, with the exception of scheduled deliveries.
  - Proposed bike rack locations are included in this project's scope, but not all locations are finalized. Please show final locations on revised plan submittal.
  - No changes to trash pick-up is expected, trash will continue to be serviced through the existing loading dock. Please add this note on the proposed plan sheet.
- Accessibility:
  - The addition will be accessible from a proposed southern entry, as well as through the building. Most users of the library are expected to arrive through the main doors located on the East Gate circle. The addition is then accessible through the library building.
  - Please show all accessible routes to handicapped accessible entries.

- Plan Adjustments/Missing Site Plan Elements:
  - Please list total site area under general notes section (refer to SPRC Guidelines for required general notes). Also, please show the building type, pedestrian discharge locations, and the rooftop seating plan for building code review purposes.
  - Please expand the scale of the plans to show adjacent buildings in better detail (e.g. the breezeway through Krieger Hall).

**Next Steps:**

- Submit two complete paper sets of revised plans and one set in .pdf format for follow-on review.
- Schedule second UDARP review.

**NOTE:**

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- **All approved final site plans must be stamped.**

## **3400 Ellerslie Avenue – Waverly Public School #51**

**Zoning:** R-6

Plans Date: 10 Mar 2010

**Block/Lot:** 4050-B/012

**Urban Renewal:** None

**Environmental:** Forest Conservation

**Historic:** None

**Total Site Area:** ±3.274 Acres

**Gross Square Footage:** ±61,378 sqft (proposed building)

In addition to Committee Members and Planning staff, in attendance was:

- Tom Parr, Carroll Engineering; and
- Paul Bradshaw, Grimm Parker.

### **Project Summary:**

This proposal is to replace the existing Waverly Public School #51 with a new building on the rear portion of the site, in the location of the original school building from the 1920s. A recreation field will be replaced in the front of the site, where the present building is located. The desire to replace the school building is driven by programmatic needs that the existing building does not provide.

### **Comments & Issues:**

- **Environmental/Landscaping:**
  - Ensure that the existing mature trees are preserved on the site. Contact Gary Letteron in the Office of Sustainability at 410-396-4369 for more information.
  - The proposed building is applying for a LEED silver rating, and will include a green roof, and some rain gardens for water recapture.
  - It may be prudent to contact the adjacent property owner to ensure that there are no objections to the preserved mid-block cut-through path.
- **Parking/Traffic:**
  - Please include the underground parking area in the revised submittal packet. Dimension the typical parking spaces (9' by 20' is preferred), label the handicapped parking spaces, and show the proposed trench drain. The use of wheel stops is recommended to protect the foundation walls.
  - For drop-off and pick-up purposes, there is not at present a formal plan for the existing school building. Anecdotally, parents tend to park along the Ellerslie end of the property for drop-off and pick-up. Under the proposed development, there is still not any room on the property for drop-off and pick-up. The committee recommends that the school contact the Parking Authority to inquire about passenger loading zones (PLZs) along a portion of the parking lanes on 34<sup>th</sup> and 35<sup>th</sup> Streets, for peak-hour portions of the day. Until such application is approved, please do not label the plans with proposed PLZs.
  - Some utilities may have to be relocated for the project, contact the Department of Transportation for assistance in ensuring street repairs are completed to the required City standards.

- Some additional bike racks will be required to attain the LEED silver rating. Please distribute these around the campus, and include them on the revised submittal.
- Increase the depth of the turn-around on the service drive by 3' for a total of 10'. Please confirm the sizes of vehicles that will be servicing this site.
- Reconsider the dumpster location in the service drive. Inside the building would be the first preference, followed by an enclosure with roll-out dumpsters in the present location, followed by the last alternative placed in the turn-around area (with a further increase of 10' in depth).
- Accessibility:
  - Ensure that all entrances to the building are handicapped accessible, and please show accessible routes on the revised submittal.
  - Ensure that any portion of the school that may be used for elections purposes have sufficient electrical service and that they are accessible.
  - If possible, located the underground handicapped parking spaces as close as possible to the elevator.
  - Ensure that all handicapped ramps or aprons are shown on sidewalks and paths. For the sidewalk by the underground parking area, aprons are recommended versus curb returns, as expected traffic will not include trucks.
  - Ensure that access routes to the proposed recreation field are accessible, including consideration of materials choices.
- Plan Adjustments/Missing Site Plan Elements:
  - Please show the pedestrian discharge locations, building use group, and whether or not the building is sprinklered for building code review purposes.

#### Next Steps:

- Submit two complete paper sets of revised plans and one set in .pdf format for final approval and stamp.

#### NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**